

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 45-17

LI 45-17  
LOGISTICS  
Revised 7 October 1976

21

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SUBJECT: Direct Deliveries by Commercial Vendors

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1. PURPOSE

This instruction provides guidance concerning direct deliveries of overtly procured materiel by commercial vendors to receiving activities other than a supply depot.

2. POLICY AND SCOPE

- a. Whenever practicable and economically feasible, in order to improve customer service and at the same time conserve manpower, materiel procured from commercial vendors can be delivered directly to the activities in the Headquarters area listed in the attachment.
- b. Items delivered directly will be limited to those which are obtained overtly (SC-0) and which do not require technical inspection at  prior to acceptance.
- c. Direct deliveries will be made only to the addresses listed in the attachment. All direct deliveries to components in the Headquarters Building will be made to the North Loading Dock. Building Services Branch, Logistics Services Division, Office of Logistics (BSB/LSD/OL), will prepare receiving documentation for such materiel and deliver it to, or arrange for pickup by, the requisitioner.
- d. Purchasing and Contracting officers may stipulate direct delivery only when authorized by the requisitioning office except for materiel destined for Headquarters Building components.

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is practicable, feasible and efficient. Direct deliveries to any other eligible consignee will be arranged only upon the requisitioner's specific request.

- (2) Provide the activities receiving direct deliveries with a copy of the procurement instrument for receiving purposes. Include redelivery instructions on the procurement instrument when the material is for a Headquarters Building component other than LSD/BSB.



JAMES H. McDONALD  
Director of Logistics

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cc: Each Office listed  
in LN 20-80

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OFFICIAL FILEINSTRUCTION NO.  
LI 45-17LI 45-17  
LOGISTICS

Revised 3 November 1980

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SUBJECT: Direct Deliveries by Vendors to Receiving Activities  
Other than a Supply Depot

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1. PURPOSE

This instruction establishes policy and provides guidance concerning direct deliveries of overtly procured materiel by vendors to receiving activities other than a supply depot. Direct deliveries can be arranged for procurements from commercial sources and for certain acquisitions from the General Services Administration (GSA) through the FEDSTRIP System.

2. POLICY

- a. Whenever practicable and economically feasible, in order to improve customer service and conserve manpower, materiel procured from commercial vendors should be delivered directly to the activities in the Headquarters area listed in the attachment. Similarly, FEDSTRIP items requisitioned by components within the Headquarters compound should be delivered there by GSA.
- b. Items delivered directly will be limited to items acquired overtly that do not require technical inspection by any component other than the consignee component.
- c. Commercial direct deliveries will be arranged at the discretion of the procurement officer to any of the addresses listed in the attachment. A direct delivery to any other receiving point can be arranged only with the approval of the Chief, Procurement Division, Office of Logistics (OL/PD) or designee no lower than branch chief level.
- d. Direct deliveries of FEDSTRIP acquisitions to consignees in the Headquarters compound will be arranged at the discretion of the FEDSTRIP acquisition officer. All deliveries will be to the Headquarters Building, except for vehicles which can be delivered to the Motor Pool Garage. FEDSTRIP direct deliveries to any other receiving point are not permitted.
- e. All direct deliveries to components in the Headquarters Building will be made to the North Loading Dock, except for deliveries to the Office of Medical Services (OMS), which may be delivered directly to OMS. Building Services Branch, Logistics Services Division (OL/LSD/BSB), will prepare receiving documentation for all materiel received at the North Loading Dock and either deliver it to, or arrange for pickup by, the requisitioner.

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3. RESPONSIBILITIESa. Activities Receiving Direct Deliveries

- (1) Prepare a receiving report (R/R) for each receipt by following instructions in Supply Instruction 45-18, "Receiving Procedures," published by the Supply Division (SD), OL.
- (2) Forward R/R's to the [ ] STAT  
[ ] It is essential that R/R's be prepared and forwarded promptly to avoid delays in vendor payments. The R/R for a partial shipment should not be held waiting for the remaining partials.
- (3) When receiving cannot be completed immediately because the items require test and inspection (by the requisitioning office or other facility within the same building), follow the procedures of LI 45-23, "Expedited Payment of Vendor Invoices for Materiel Subject to T&I."
- (4) Resolve discrepancies in accordance with LI 45-6, "Receiving Discrepancy Policies and Procedures."

b. Procurement Division

- (1) Whenever feasible and practicable, arrange for direct delivery for overt requirements destined for any of the three buildings within the Headquarters compound (except OMS deliveries go direct to OMS) and for the National Photographic Interpretation Center (NPIC).
- (2) Direct delivery of narcotics to the procurement officer is required to comply with the Bureau of Narcotics regulations.
- (3) Procurement officers who are requested to arrange a direct delivery to any address not listed in the attachment, for whatever reason, must obtain the approval of the Chief, PD, or designee. Security ramifications must be considered and arrangements made for the preparation and submission of the R/R.
- (4) Provide the Data Control Branch, SD/OL, with two copies of procurement instruments for direct-delivery procurements - one for the receiving activity (which SD will forward) and one for [ ] vendor file. STAT

c. Supply Division

- (1) Except for vehicles, arrange for all FEDSTRIP acquisitions for customers in the Headquarters compound, including OMS, to be delivered to the North Loading Dock by GSA.

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Arrange for the delivery of GSA-acquired vehicles directly to the Motor Pool.

- (2) Forward the original and four copies of Form 2216, MILSTRIP/FEDSTRIP Order, to North Loading Dock for use as a receiving document and a copy of the daily Cross-Reference Register covering FEDSTRIP direct deliveries.
- (3) At time of Procurement Instrument Number (PIN) input (by Data Control Branch) to the Inventory Control System (ICS), input the appropriate Direct Delivery Code (see attachment) to indicate where delivery is scheduled. This applies to both FEDSTRIP and commercial deliveries.
- (4) After PIN input, forward one copy of procurement instruments provided by OL/PD to the direct delivery receiving point for use in the receiving process. A second copy is sent to the vendor file at
- (5) After R/R input to ICS (except for requisitions coded NAR), make normal distribution of R/R's.
- (6) Provide procedural guidance to direct-delivery receiving activities and provide these activities with Supply Instruction 45-18.

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James H. McDonald  
Director of Logistics

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2. POLICY

- a. Whenever practicable and economically feasible, in order to improve customer service and conserve manpower, materiel procured from commercial vendors should be delivered directly to the activities in the Headquarters area listed in the attachment. Similarly, FEDSTRIP items requisitioned by components within the Headquarters compound should be delivered there by GSA.
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Date

**ROUTING AND TRANSMITTAL SLIP**

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TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	AC/P&TS/OL	<i>PH</i>	12/4
2.	C/R&SB/OL <i>Dave</i>		
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

2. Please distribute to all ML careerists with flyer attached (white paper), and give us 50 extra copies without flyer.

*Distributed  
12/5/80  
Dave*

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
STAT <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> OL/P&TS	Phone No.

*Official Rule*

Please replace page 24 of the OL Personnel Handbook with the attached page, and ensure that all ML careerists see this new page.



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